

STAFFING & COMPENSATION

Staffing and Compensation Plan

I. EFFECTIVE DATE

The provisions of this plan shall be effective commencing July 1, 2009 except as it has been or may be amended from time to time by resolution of the City Council and subject to budget limitations established by the Council.

II. PURPOSE

THIS PLAN IS NOT A CONTRACT, NOR IS IT INTENDED TO VEST EMPLOYEES WITH RIGHTS OF EMPLOYMENT OR COMPENSATION OR ANY CAUSE OF ACTION WHATSOEVER. THE PLAN IS SUBJECT TO CHANGE AT ANY TIME BY RESOLUTION OF THE CITY COUNCIL AND IS INTENDED TO DO THE FOLLOWING:

- A. Establish a compensation system whereby the salary ranges are established by market and classification data.
- B. Design the compensation system whereby movement within the salary ranges is determined by individual employee productivity and skills.
- C. Comply with 10-3-818 U.C.A. 1953, relating to the establishment of employee compensation.

III. STAFFING

The Mayor may appoint and hire personnel necessary to carry out the duties and goals of the city within budget limitations as established by the City Council. Current budget staffing is outlined in Attachment D.

IV. ELIGIBLE EMPLOYEES

Eligible employees may be appointed, classified, and compensated under policies and procedures promulgated by the Mayor, within budget limitations established by the Council. All appointed employees, elected officials, and regular, part-time, and seasonal employees are subject to the Sandy City compensation plan as provided herein.

V. COMPENSATION PHILOSOPHY

Sandy City is committed to maintaining employee wage ranges which are competitive with other Wasatch Front communities of comparable size. Annually the Human Resource Office will conduct a wage and benefits survey of the relevant communities. Because not

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all city positions have matches in the established market, a classification analysis may also be done on each position in conjunction with the market survey. This classification analysis may consider such factors as education and experience requirements, supervisory and financial responsibilities, level of risk in the position, and the analytical requirements of the position.

Based on the market and classification analysis, the Mayor's Budget Committee will review wage ranges and recommend changes as appropriate. City Council ranges will be approved by the City Council as part of the annual city budget.

VI. WAGES AND SALARIES

A. Appointed, Regular, and Part-time Status

Appointed, regular, and part-time employees may be paid within ranges specified for their position and receive insurance, retirement, and other benefits as summarized in Attachments A and B as established by the Mayor and approved by the City Council.

It is recognized that the Chief Administrative Officer (CAO) and the City Attorney are appointed officers of the city that have been hired under written contract. Such contracts, and the compensation provided thereunder, are hereby ratified and confirmed by the City Council and are hereby made a part of the city's compensation plan. The Mayor may review such contracts annually and execute amendments on behalf of the city if appropriate to conform such agreements more fully with this Plan, as it may be changed from year to year. Copies of such contracts, and any amendments hereof, shall be maintained for public inspection in the office of the City Recorder.

NO OTHER CONTRACTUAL RIGHTS TO EMPLOYMENT OR COMPENSATION ARE INTENDED TO BE CREATED OR RECOGNIZED BY THIS PLAN NOR MAY SUCH RIGHTS BE CREATED EXCEPT THROUGH EXPRESS WRITTEN CONTRACT EXECUTED WITH THE MAYOR, WITHIN CERTIFIED BUDGET APPROPRIATIONS AND CONSISTENT WITH THIS PLAN AND THE REVISED ORDINANCES OF SANDY CITY SECTION 6-7-3.

B. Performance Pay

A two-tiered performance pay plan structure may be used combining base salary increases and performance and incentive (lump-sum) pay, subject to budget limitations approved by the City Council. The top 5% of each salary range is an

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incentive step. Employees that reach this portion of their salary range are eligible for annual incentive step (lump-sum) pay up to 5%. Employees that have not reached the incentive step of their salary range are eligible for performance incentive (lump-sum) pay up to 1%. These incentives will be awarded based on attaining positive performance evaluations and predetermined goals.

Employees, regardless of their position in their salary range, are eligible for individual spot awards up to 1%. These awards are for exceptional performance, often on special projects or for performance that so exceeds expectations as to be deserving of an add-on payment.

Incentive payments shall be calculated net of taxes and shall not exceed the limits set forth above for any employee in any one fiscal year, unless approved by the Mayor.

C. Elected Official

The Mayor and City Council members' compensation shall be adjusted annually on July 1 by an amount equivalent to the average pay increase to city employees.

D. Seasonal Employees

A separate pay plan shall be used to compensate seasonal employees. Benefits for seasonal employees shall be established by the Mayor with the approval of the City Council (Attachment A).

E. Separation and Severance Pay

Any employee terminating employment with Sandy City is entitled to separation payments for accrued vacation and earned compensatory time plus benefits, as provided by city policy and promulgated by the Mayor, as shown on the payroll records at the time of termination.

The Mayor, at his sole discretion and upon recommendation by a department head, may extend severance payments to employees of the city under the following provisions:

1. The amounts of severance not to exceed an amount equivalent to three months base salary.
2. The compensated employee meets one or more of the following criteria:

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- a. The employee has lost employment with the city due to reduction-in-force, physical or mental disability, or a termination without cause.
 - b. The employee is eligible for retirement under the Utah State Retirement System, provided that retirement is entirely voluntary by the employee and the employee's department can demonstrate a savings to the city which is at least equivalent to the amount of the additional severance benefit.
3. Any severance payments may be conditional, as determined by the Mayor, and must be made from actual and current budget appropriations as approved by the City Council.
4. Such payments may be in the form of a single lump-sum payment, periodic cash payments, insurance benefits, annuity, or other similar forms.
5. It is negotiated with the employee that receipt of any such payments shall be conditioned upon the compensated employee waiving any claims against the city relating to the termination of employment.

Additional severance payments in excess of three months must be approved in advance by the City Council.

F. Miscellaneous Compensation Provisions

Subsection E shall not vest any employee with severance payment rights or restrict the CAO from classifying, reclassifying, advancing, or terminating city employees under policies and procedures promulgated by the Mayor.

VII. PAY PREMIUMS, DIFFERENTIALS, AND ALLOWANCES

In addition to compensation provided under Section III, eligible employees of the city shall receive the following benefits:

A. Overtime and Gaptime Compensation

Eligible employees who are authorized and required by their supervisors to perform city work on an overtime basis shall be compensated by pay or compensatory time off at rates and procedures established by city policy and procedure in accordance with federal regulations.

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In no case shall overtime compensation exceed the rate of 1½ times an employee's regular hourly rate of pay. Gaptime shall not exceed an employee's regular hourly rate of pay.

[NOTE: Gaptime is straight time overtime.]

B. Certification, Education Assistance, Incentive Pay

The Mayor may adopt programs to promote employee education and training, provided that all education assistance and education compensation incentives under such programs are authorized within appropriate budget limitations established by the City Council and administered in accordance with applicable Federal and State statutes.

C. Differential Pay

The Mayor may adopt programs to reward employees for the performance of assigned duties which may not be permanently assigned and/or are additions to the normal or regular duties of the employee's position.

D. On-Call Pay

Any department required to provide 24-hour emergency response service may pay a special fixed amount of pay for employees to remain available to respond while otherwise off-duty. Such programs must be approved by the Mayor and paid from budget appropriations as approved by the City Council.

E. Other Allowances

1. Automobiles

- a. The Mayor may authorize under city policy an eligible employee to utilize a city vehicle on a take-home basis, and shall, as a condition of receipt, require eligible employees to report usage to the city and to report a portion of the take-home vehicle cost as a taxable benefit or to pay reasonable expenses.
- b. A car allowance may be paid to department heads and other eligible employees, within budgetary limitations established by the City Council, but in no case to exceed \$493.00 per month. Such

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payment shall be in lieu of local mileage allowance or an assigned city vehicle. The rate shall be determined based upon annual driving requirements of the position and for the inflationary increase of the cost of vehicle operation.

c. **Mileage Reimbursement**

Some employees may be required to use their personal automobile for business purposes. Mileage for business use shall be reimbursed at the current IRS authorized rate.

2. **Uniforms and Tools**

Eligible employees may be provided uniforms and tools or receive an allowance for the procurement of uniforms and tools within policies and procedures established by the Mayor. Each employee shall be responsible for the care and maintenance of uniforms and tools in his/her charge.

3. **Cell Phones**

In accordance with policies and procedures established by the Mayor, employees may receive an allowance to compensate them for using their personal cell phone to regularly conduct city business. No cell phone allowance shall exceed \$40.00 per month unless approved separately by the Chief Administrative Officer.

VIII. LEAVES OF ABSENCE

Eligible employees may receive scheduled and emergency leaves of absence, with supervisor approval. The specific terms and conditions upon which such leaves are to be made available to appointed, elected, regular, and part-time employees, including holidays, vacations, family and medical leave, bereavement leave, military leave, jury duty leave, bonus leave, administrative leave, and leave without pay shall be administered by policies and procedures promulgated by the Mayor.

IX. INSURANCE

A. **Group Insurance**

Appointed, regular, and part-time employees and elected officials of the city may participate in the city's group insurance in conformity with and under the terms of

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each insurance plan adopted by the Mayor and approved by the City Council.

The city may provide a fixed cafeteria credit or Health Reimbursement Arrangement (HRA) as detailed in Attachments A & B to each appointed, regular and part-time employee and elected official.

The city may deduct from each applicable payroll all monies, including cafeteria credits and other employee benefit dollars or wages, necessary to fund employee cost of insurance coverage and make all payments necessary to fund the plan within budget limitations established by the City Council.

Life and disability insurance may be provided for all eligible employees.

Group Insurance includes:

1. Health and Dental Insurance
2. Group Employee Life Insurance
3. Disability Insurance

B. Worker's Compensation

In addition to the foregoing, the Mayor may provide for worker's compensation coverage to the city's workforce including seasonal, volunteers, and court assigned workers under applicable provisions of State statute, and other service related disability plans compensating appointed, elected, and career employees of the city who are permanently and totally disabled while in the discharge of official duties.

C. Unemployment Insurance

The city will provide unemployment benefits as provided by State law to employees who lose their employment with the city under terms and conditions established by State law and regulation.

X. RETIREMENT

A. Social Security

Sandy City has elected to exempt itself from participation in the Federal Social Security System with the exception of Medicare provisions for employees hired after April 1, 1986.

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B. Retirement Programs

The city may, in accordance with applicable state and federal laws, permit or require the participation of appointed, elected, regular, part-time, and seasonal employees in retirement programs as approved by the City Council. Such programs include:

1. The Utah Public Safety Retirement System
2. The Utah Firefighters Retirement System
3. The Utah State Public Employees Retirement System
4. Deferred Compensation Programs, including IRS approved 401(k) or 457 plans
5. IRS approved Individual Retirement Accounts (IRA's)
6. IRS approved Retirement Health Savings (RHS) plans
7. A Medical Retirement Plan funded by individual Retiree Health Savings (RHS) accounts.

The Mayor may make direct retirement contributions to designated employee groups in accordance with established RHS plan documents, provided that any such contribution together with performance pay shall not exceed the limitations of Section VI. B.

The city may, at the request of any eligible employee, deduct additional funds for approved deferred compensation programs for the employee subject to federal Internal Revenue Service guidelines and limitations.

XI. SCHEDULE OF GROUP BENEFITS

- A. Benefits Funded by City - See Attachment A.
- B. Group Health Benefits - See Attachments B, C and D.

Attachment A

Paid Benefits

	PUBLIC		PUBLIC SAFETY		APPOINTED & ELECTED		SEASONAL & PART-TIME (<20 HRS/WK)
BENEFIT	NON CONTRIB.	CONTRIB.	POLICE OFFICERS	FIRE FIGHTERS	APPOINTED	MAYOR & COUNCIL	SEASONAL & PART-TIME (<20 HRS/WK)
Retirement							
Utah State	11.66%	13.65%	26.21%	9.68%	N/A	N/A	N/A
ICMA RC 401(k)	6.29%	4.30%	N/A	8.27%	17.95%	8.05%	N/A
ICMA RC 457	N/A	N/A	N/A	N/A	N/A	N/A	7.50%
Disability Insurance	0.81%	0.81%	0.81%	0.81%	0.81%	0.81%	N/A
Worker's Compensation	1.03%	1.03%	1.03%	1.03%	1.03%	1.03%	1.03%
Unemployment Insurance	0.17%	0.17%	0.17%	0.17%	0.17%	N/A	0.17%
Medicare (If hired 4/1/86 or after)	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%
Total % paid on gross earnings	21.41%	21.41%	29.67%	21.41%	21.41%	11.34%	10.15%

	PUBLIC		PUBLIC SAFETY		APPOINTED & ELECTED		SEASONAL & PART-TIME (<20 HRS/WK)
BENEFIT	NON CONTRIB.	CONTRIB.	POLICE OFFICERS	FIRE FIGHTERS	APPOINTED	MAYOR & COUNCIL	SEASONAL & PART-TIME (<20 HRS/WK)
HRA Contribution or Cafeteria Credits ** (see note below)							
Full-Time	\$40.00 - \$71.00	\$40.00 - \$71.00	\$40.00 - \$71.00	\$40.00 - \$71.00	\$40.00 - \$71.00	\$40.00 - \$71.00	N/A
Part-Time	\$40.00 - \$71.00	\$40.00 - \$71.00	\$40.00 - \$71.00	\$40.00 - \$71.00	N/A	N/A	N/A
Medical Insurance (Elected, Appointed, and Regular Employees)							
Single	\$141.95	\$141.95	\$141.95	\$141.95	\$141.95	\$141.95	N/A
2 Party	\$246.65	\$246.65	\$246.65	\$246.65	\$246.65	\$246.65	N/A
Family	\$356.40	\$356.40	\$356.40	\$356.40	\$356.40	\$356.40	N/A
Medical Insurance (Part-time Employees - 20 or more hrs/wk)							
Single	\$106.50	\$106.50	\$106.50	\$106.50	\$106.50	\$106.50	N/A
2 Party	\$185.00	\$185.00	\$185.00	\$185.00	\$185.00	\$185.00	N/A
Family	\$267.30	\$267.30	\$267.30	\$267.30	\$267.30	\$267.30	N/A
Dental Insurance (Elected, Appointed, and Regular Employees)							
Single	\$7.25	\$7.25	\$7.25	\$7.25	\$7.25	\$7.25	N/A
2 Party	\$14.51	\$14.51	\$14.51	\$14.51	\$14.51	\$14.51	N/A
Family	\$21.77	\$21.77	\$21.77	\$21.77	\$21.77	\$21.77	N/A
Dental Insurance (Part-time Employees - 20 or more hrs/wk)							
Single	\$5.44	\$5.44	\$5.44	\$5.44	N/A	N/A	N/A
2 Party	\$10.88	\$10.88	\$10.88	\$10.88	N/A	N/A	N/A
Family	\$16.33	\$16.33	\$16.33	\$16.33	N/A	N/A	N/A
Other Paid Benefits (Elected, Appointed, and Regular Employees)							
Wellness Program	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	N/A
EAP	\$0.75	\$0.75	\$0.75	\$0.75	\$0.75	\$0.75	N/A
Life Insurance	\$4.75	\$4.75	\$4.75	\$4.75	\$4.75	\$2.40	N/A
Life Insurance Coverage	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$25,000	N/A
Other Paid Benefits (Part-time Employees - 20 or more hrs/wk)							
Wellness Program	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	N/A
EAP	\$0.75	\$0.75	\$0.75	\$0.75	\$0.75	\$0.75	N/A
Life Insurance	\$2.40	\$2.40	\$2.40	\$2.40	\$2.40	\$2.40	N/A
Life Insurance Coverage	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	N/A

* ALL AMOUNTS ARE PAID SEMI-MONTHLY (24 PAY PERIODS PER YEAR)

Note: Additional cafeteria credits are available as follows (semi-monthly dollars):
 Regular employees opting out of medical insurance before July 1, 1994
 Part-time employees opting out of medical insurance before July 1, 1994
 Regular employees opting out of dental insurance
 Part-time employees opting out of dental insurance

	Single	2 Party	Family
Regular employees opting out of medical insurance before July 1, 1994	\$34.87	\$31.67	\$28.46
Part-time employees opting out of medical insurance before July 1, 1994	\$15.83	\$12.62	\$9.41
Regular employees opting out of dental insurance	\$4.75	\$11.01	\$16.27
Part-time employees opting out of dental insurance	\$2.94	\$7.38	\$10.83

* All employees that have enrolled in the city's medical insurance plan since July 1, 1994 can choose to opt out of the medical insurance only if they have another plan in place; however, they will not be eligible for additional cafeteria credits. Opting out of the city's medical plan requires that an employee sign a medical insurance waiver. Before doing so, an employee is required to talk with someone in the Human Resources Division about the potential benefits of coordinating the city's plan with his/her alternate coverage.

** Actual HRA/Cafeteria Credit amounts employees receive depends on participation in Wellness Program. See Attachment B for more information.

*** Employees that waive medical insurance will also receive an additional cafeteria credit of \$47.10 if they participate in the Wellness Program or \$15.40 if they do not participate in the Wellness Program.

**** Sandy City Corporation reserves the right to modify these benefits at times and in ways deemed appropriate and necessary to meet the needs of the city and its employees generally.

REGULAR, ELECTED & APPOINTED MEDICAL INSURANCE (amounts are semi-monthly: 24 pp / year)								
PLAN CHOICE	Actual Insurance Premium	CITY SUBSIDY	REGULAR, ELECTED & APPOINTED EMPLOYEE PORTION					
		Reg, Elected, & Appointed	Full Participation in Wellness Program		Partial Participation in Wellness Program		No Participation in Wellness Program	
			Employee Portion	HRA Contribution	Employee Portion	HRA Contribution	Employee Portion	HRA Contribution
Select Value HRA (\$1000,\$2000)								
Single	\$135.30	\$141.95	\$0.00	\$54.00	NA	NA	\$0.00	\$40.00
2 Party	\$235.05	\$246.65	\$0.00	\$66.00	\$0.00	\$52.00	\$0.00	\$40.00
Family	\$339.65	\$356.40	\$0.00	\$71.00	\$0.00	\$57.00	\$0.00	\$40.00
Select Med Plus HRA (\$1000,\$2000)								
Single	\$141.95	\$141.95	\$0.00	\$47.10	NA	NA	\$15.40	\$40.00
2 Party	\$246.65	\$246.65	\$0.00	\$54.20	\$15.40	\$47.00	\$30.80	\$40.00
Family	\$356.40	\$356.40	\$0.00	\$54.20	\$15.40	\$47.00	\$30.80	\$40.00
Select Care Plus HRA (\$1000,\$2000)								
Single	\$149.05	\$141.95	\$0.00	\$40.00	NA	NA	\$22.50	\$40.00
2 Party	\$259.00	\$246.65	\$0.00	\$40.00	\$20.70	\$40.00	\$43.20	\$40.00
Family	\$374.20	\$356.40	\$0.00	\$40.00	\$26.10	\$40.00	\$48.60	\$40.00

PART-TIME MEDICAL INSURANCE (amounts are semi-monthly: 24 pp / year)								
PLAN CHOICE	Actual Insurance Premium	CITY SUBSIDY	PART-TIME EMPLOYEE PORTION					
		Part-time (20 or more hrs/wk)	Full Participation in Wellness Program		Partial Participation in Wellness Program		No Participation in Wellness Program	
			Employee Portion	HRA Contribution	Employee Portion	HRA Contribution	Employee Portion	HRA Contribution
Select Value HRA (\$1000,\$2000)								
Single	\$135.30	\$106.50	\$21.70	\$40.00	NA	NA	\$44.20	\$40.00
2 Party	\$235.05	\$185.00	\$35.90	\$40.00	\$58.40	\$40.00	\$80.90	\$40.00
Family	\$339.65	\$267.30	\$58.20	\$40.00	\$80.70	\$40.00	\$103.20	\$40.00
Select Med Plus HRA (\$1000,\$2000)								
Single	\$141.95	\$106.50	\$28.40	\$40.00	NA	NA	\$50.90	\$40.00
2 Party	\$246.65	\$185.00	\$47.50	\$40.00	\$70.00	\$40.00	\$92.50	\$40.00
Family	\$356.40	\$267.30	\$74.90	\$40.00	\$97.40	\$40.00	\$119.90	\$40.00
Select Care Plus HRA (\$1000,\$2000)								
Single	\$149.05	\$106.50	\$35.50	\$40.00	NA	NA	\$58.00	\$40.00
2 Party	\$259.00	\$185.00	\$59.80	\$40.00	\$82.30	\$40.00	\$104.80	\$40.00
Family	\$374.20	\$267.30	\$92.70	\$40.00	\$115.20	\$40.00	\$137.70	\$40.00

Note: Sandy City Corporation reserves the right to modify these benefits at times and in ways deemed appropriate and necessary to meet the needs of the city and its employees generally.

DENTAL INSURANCE (Amounts are semi-monthly: 24 pp / year)					
PLAN CHOICE	ACTUAL INSURANCE PREMIUM	CITY SUBSIDY		EMPLOYEE PORTION	
		REG, ELECTED, & APPOINTED	PART-TIME (20 or more hrs/wk)	REG, ELECTED, & APPOINTED	PART-TIME (20 or more hrs/wk)
DENTAL SELECT Gold (DMO)					
Single	\$7.25	\$7.25	\$5.44	\$0.00	\$1.81
2 Party	\$14.51	\$14.51	\$10.88	\$0.00	\$3.63
Family	\$21.77	\$21.77	\$16.33	\$0.00	\$5.44
DENTAL SELECT Platinum (Ind.)					
Single	\$20.10	\$7.25	\$5.44	\$12.85	\$14.66
2 Party	\$40.10	\$14.51	\$10.88	\$25.59	\$29.22
Family	\$60.12	\$21.77	\$16.33	\$38.35	\$43.79
DENTAL SELECT Discount Card				(Credit)	(Credit)
Single	\$2.50	\$7.25	\$5.44	-\$4.75	-\$2.94
2 Party	\$3.50	\$14.51	\$10.88	-\$11.01	-\$7.38
Family	\$5.50	\$21.77	\$16.33	-\$16.27	-\$10.83
DENTAL WAIVER CREDIT				(Credit)	(Credit)
Single				-\$4.75	-\$2.94
2 Party				-\$11.01	-\$7.38
Family				-\$16.27	-\$10.83

Note: Sandy City Corporation reserves the right to modify these benefits at times and in ways deemed appropriate and necessary to meet the needs of the city and its employees generally.

MEDICAL RETIREMENT INSURANCE (Amounts are monthly)					
PLAN CHOICE	ACTUAL INSURANCE PREMIUM	CITY SUBSIDY		RETIREE PORTION	
		REG, ELECTED, & APPOINTED	PART-TIME (20 or more hrs/wk)	REG, ELECTED, & APPOINTED	PART-TIME (20 or more hrs/wk)
Select Care Plus (In Area)					
Single	\$298.10	\$0.00	\$0.00	\$298.10	\$298.10
2 Party	\$518.00	\$0.00	\$0.00	\$518.00	\$518.00
Family	\$748.40	\$0.00	\$0.00	\$748.40	\$748.40
Select Choice (Out of Area)					
Single	\$298.10	\$0.00	\$0.00	\$298.10	\$298.10
2 Party	\$518.00	\$0.00	\$0.00	\$518.00	\$518.00
Family	\$748.40	\$0.00	\$0.00	\$748.40	\$748.40
<p>Notes:</p> <ol style="list-style-type: none"> 1. Requirements and conditions apply - contact Human Resources for more details. 2. Sandy City Corporation reserves the right to modify these benefits at times and in ways deemed appropriate and necessary to meet the needs of the city and its employees generally. 					

Attachment E

Summary Staffing Plan

Department/Division	Elected Officials	Appointed - Category 1 & 2	Appointed - Category 3	Appointed - Other	Regular	Part-Time	Seasonal	Total
Mayor	1.00	2.00	0.10		0.25		0.17	3.52
City Administrator		2.75			0.25		0.13	3.13
Community Events & Arts Guild				1.00	3.00	0.75	4.70	9.45
HR and Mgmt. Services		2.00			11.00	2.32	6.59	21.91
Building Services					6.00	1.63	6.59	14.22
City Recorder		1.00			1.00			2.00
Human Resources		1.00			4.00	0.69		5.69
Risk Management		1.00			1.00	0.50		2.50
Emergency Management					1.00			1.00
City Council	7.00	1.00			2.00			10.00
City Attorney		3.00	1.00		5.00	0.80	0.28	10.08
Justice Court		1.60		1.00	12.00	1.00	0.64	16.24
Finance & Information Services		3.00			25.00	2.75		30.75
Administration		1.00			2.00			3.00
Financial Services		1.00			13.00	2.25		16.25
Budget Services					3.00	0.50		3.50
Information Services		1.00			7.00			8.00
Non Departmental		1.25			1.29			2.54
Police		4.00	4.00		145.00	3.00	16.36	172.36
Police		4.00	4.00		137.00	3.00	16.05	164.05
Animal Services					8.00		0.31	8.31
Fire		3.00	0.48		74.00		1.84	79.32
Public Works		3.00			52.33		1.74	57.07
Public Works Administration		1.00			1.00		0.05	2.05
Public Works Support Services		1.00			2.00			3.00
Streets					22.00		0.90	22.90
Engineering		1.00			9.33			10.33
Transportation					4.00		0.07	4.07
Bulky Waste					4.00			4.00
Fleet					10.00		0.72	10.72
Parks & Recreation		2.00		1.00	38.00	2.88	82.78	126.66
Department Administration		2.00			1.00			3.00
Parks & Cemetery					21.00	1.25	27.56	49.81
Senior Citizens						0.88	0.10	0.98
Recreation Division					5.00		23.08	28.08
Alta Canyon Sports Center				1.00	5.00	0.75	17.04	23.79
Golf Course					6.00		15.00	21.00
Community Development		1.79			23.67		0.45	25.91
Department Administration		1.79			2.00			3.79
Planning					8.09		0.45	8.54
CDBG					0.68			0.68
Building & Safety					12.90			12.90
Redevelopment		1.21			2.21	0.50		3.92
Public Utilities		3.00			53.00	0.50	5.90	62.40
Electric Utility					3.20			3.20
Storm Water Operations					11.90		5.00	16.90
Storm Water Expansion					3.25			3.25
Water Expansion & Replacement		1.00			12.75			13.75
Water Operations		2.00			21.90	0.50	0.90	25.30
Totals	8.00	35.60	5.58	3.00	450.00	15.00	121.58	638.76

Attachment F

Historical Summary Staffing Plan

Department/Division	2006 Approved	2007 Approved	2008 Approved	2009 Approved	2010 Approved
Mayor	4.11	4.11	4.11	4.11	3.52
City Administrator	3.09	3.09	3.42	3.42	3.13
Community Events & Arts Guild	10.75	9.45	9.70	9.70	9.45
Human Resources and Mgmt. Services	20.99	21.40	22.07	22.07	21.91
Building Services	13.30	13.71	14.38	14.38	14.22
City Recorder	2.00	2.00	2.00	2.00	2.00
Human Resources	5.69	5.69	5.69	5.69	5.69
Risk Management	2.50	2.50	2.50	2.67	2.50
Emergency Management	1.00	1.00	1.00	1.00	1.00
City Council	10.00	10.00	10.00	10.00	10.00
City Attorney	10.20	10.20	10.20	10.20	10.08
Court Services	15.85	15.85	16.85	16.85	16.24
Finance and Information Services	30.75	30.75	30.75	30.75	30.75
Administration	2.00	2.00	2.00	2.00	3.00
Financial Services	17.25	17.25	17.25	17.25	16.25
Budget Services	3.50	3.50	3.50	3.50	3.50
Information Services	8.00	8.00	8.00	8.00	8.00
Non Departmental	1.75	1.75	3.75	2.75	2.54
Police	171.67	171.67	173.17	170.17	172.36
Police	160.36	160.36	161.86	161.86	164.05
Federal Grant Officers	3.00	3.00	3.00	-	-
Animal Services	8.31	8.31	8.31	8.31	8.31
Fire	79.84	79.84	80.84	80.84	79.32
Public Works	58.63	58.63	58.63	58.63	57.07
Public Works Administration	2.10	2.10	2.10	2.10	2.05
Public Works Support Services	3.00	3.00	3.00	3.00	3.00
Streets	23.47	23.47	23.47	23.47	22.90
Engineering	10.33	10.33	10.33	10.33	10.33
Transportation	4.73	4.73	4.73	4.73	4.07
Bulky Waste	4.00	4.00	4.00	4.00	4.00
Fleet	11.00	11.00	11.00	11.00	10.72
Parks & Recreation	124.35	126.68	126.68	126.68	126.66
Department Administration	3.00	3.00	3.00	3.00	3.00
Parks & Cemetery	47.48	49.81	49.81	49.81	49.81
Senior Citizens	1.00	1.00	1.00	1.00	0.98
Recreation Division	28.08	28.08	28.08	28.08	28.08
Alta Canyon Sports Center	23.79	23.79	23.79	23.79	23.79
Golf Course	21.00	21.00	21.00	21.00	21.00
Community Development	26.91	26.91	26.91	27.91	25.91
Department Administration	2.79	2.79	4.79	4.79	3.79
Planning	7.73	7.87	8.54	8.54	8.54
Community Services	3.57	3.57	-	-	-
CDBG	1.82	0.68	0.68	0.68	0.68
Building & Safety	11.00	12.00	12.90	13.90	12.90
Redevelopment	3.71	3.71	3.71	3.71	3.92
Public Utilities	57.56	59.56	65.02	65.02	62.40
Electric Utility	3.20	3.20	3.20	3.20	3.20
Storm Water Operations	10.49	12.49	17.20	17.20	16.90
Storm Water Expansion	2.50	2.50	3.25	3.25	3.25
Water Expansion & Replacement	14.50	14.50	14.75	14.75	13.75
Water Operations	26.87	26.87	26.62	26.62	25.30
Totals	633.66	637.10	649.31	646.48	638.76

Attachment G

Summary of Appointed Positions

Department/Division	Category 1*	Category 2*	Category 3*	Other*	Total
Mayor	2.00	-	0.10	-	2.10
Deputy to the Mayor	1.00				
Senior Advisor to the Mayor	0.50				
Mayor's Office Manager	0.50				
Community Liason			0.10		
City Administrator	2.75	-	-	-	2.75
Chief Administrative Officer	1.00				
Assistant Chief Administrative Officer	1.25				
Mayor's Office Manager	0.50				
HR and Mgmt. Services	1.00	1.00	-	-	2.00
HR & MS Director		1.00			
City Recorder	1.00				
Risk Management	-	1.00	-	-	1.00
Risk Manager / Fund Counsel		1.00			
Community Events	-	-	-	1.00	1.00
Community Events Director ²				1.00	
City Council	1.00	-	-	-	1.00
City Council Executive Director ¹	1.00				
City Attorney	2.00	1.00	1.00	-	4.00
City Attorney	1.00				
Deputy City Attorney ¹	1.00				
City Prosecutor ¹		1.00			
Contracted Attorney			1.00		
Justice Court	1.60	-	-	1.00	2.60
Justice Court Judge	1.60				
Justice Court Administrator ²				1.00	
Finance & Information Services	2.00	1.00	-	-	3.00
Finance and Information Services Director	1.00				
City Treasurer	1.00				
Information Services Director		1.00			
Non Departmental	1.25	-	-	-	1.25
Assistant Chief Administrative Officer	0.75				
Senior Advisor to the Mayor	0.50				
Police	1.00	3.00	4.00	-	8.00
Police Chief	1.00				
Police Captain ¹		3.00			
CARI Domestic Violence Therapist			1.00		
CARI Case Manager			1.00		
Youth Court Coordinator/CARI Advocate			1.00		
Volunteer Coordinator/Victim Advocate			1.00		
Fire	3.00	-	0.48	-	3.48
Fire Chief	1.00				
Assistant Fire Chief	1.00				
Deputy Fire Chief	1.00				
Fire Commissioner			0.48		
Public Works	3.00	-	-	-	3.00
Public Works Director	1.00				
Assistant Public Works Director ¹	1.00				
City Engineer	1.00				
Parks & Recreation	2.00	-	-	1.00	3.00
Parks and Recreation Director	1.00				
Assistant Parks and Recreation Director	1.00				
Alta Canyon Division Manager ²				1.00	
Community Development	1.79	-	-	-	1.79
Community Development Director	1.00				
Assistant Comm. Dev. Director ¹	0.79				
Redevelopment	1.21	-	-	-	1.21
Economic Development/RDA Director	1.00				
Assistant Comm. Dev. Director ¹	0.21				
Public Utilities	1.00	2.00	-	-	3.00
Public Utilities Director	1.00				
Public Utilities Operations Manager		1.00			
Public Utilities Engineering Manager ¹		1.00			
Totals	26.60	9.00	5.58	3.00	44.18

1. Current incumbent has Regular Employee status. Upon attrition, new hire will have Appointed status.

2. Current incumbent has Appointed Status. Upon attrition, new hire will have Regular Employee status.

* Pursuant to the Revised Ordinances of Sandy City section 6-7-3.

